San Jose/Evergreen Community College District
Office of Admissions & Records

CONDITIONS FOR REMOVAL OF SYMBOL OF INCOMPLETE

Note: The student may not clear the Incomplete by re-enrolling in the course.

Name of Student: _____ EVC Student ID#: _____

Semester/Year: _____ _____

Department	Course Number	Reg I.D. / Section No.	Course Title	Units

for the term ending: _____ _____ _____
Month Day Year

The Incomplete (I) may be removed within one (1) calendar year at the convenience of the undersigned instructor or appropriate area dean by meeting the following specific conditions. *

1. _____
2. _____
3. _____
4. _____
5. _____

Conditions necessitating Incomplete Symbol:

1. _____
2. _____
3. _____
4. _____
5. _____

If the Incomplete (I) is not made up within one (1) calendar year, the Incomplete (I) will convert to:
(Check One) ○ A ○ B ○ C ○ D ○ F ○ P* ○ NP*

*P or NP may be used only for mandatory P/NP classes.

I have consulted with the student prior to assigning this incomplete grade.

Student's Signature	Date	Instructor's Signature	Date